

**LEE COUNTY
POSITION ANNOUNCEMENT
INSIDE/OUTSIDE**

POSITION: REVENUE COLLECTION CLERK I

SALARY RANGE: \$24,930 - \$34,902 GRADE: 57

DESCRIPTION OF WORK

Lee County is seeking qualified applicants for the fulltime position of Revenue Collection Clerk I in the Tax Office. Essential functions: answering telephone calls from attorney's and customers in reference to questions about taxes due, taxes paid and values of property; inputting mail received in the office for personal property, real estate property, and motor vehicle bills; filing bankruptcy chapters 7, 11, 13 cases; filing proof of claim; placing codes on each bill; writing information on forms; searching by names, addresses, and social security numbers; closing out daily work by making deposit and releasing batch completed; collecting taxes; providing information; performing frequently with the public; preparing receipts; recording payments; sending receipts to those who prepay their taxes; and copies payments. Employee is responsible for considerable data entry work in recording tax payments and other data in computerized files. Employee must exercise considerable tact and courtesy in frequent contact with taxpayers and the general public. Reports to Tax Collection Manager on a daily basis, and the Assistant Tax Collection Manager in the Tax Collection Manager's absence. Fulfills other collections division duties as prescribed by the Collections Manager.

MINIMUM EDUCATION AND EXPERIENCE

Requires a high school diploma and six to nine months of experience in collections, preferably in a tax related field; or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities. Fluency in Spanish is a plus.

APPLICATION PROCESS

Applications may be obtained from and returned to the Human Resources Office, 106 Hillcrest Dr/PO Box 1968, Sanford, NC 27331. Applications must be received no later than 5PM on Wednesday, August 25, 2010. Website: www.lee-county-nc.gov Pre-employment drug testing and NC Criminal Background check are required.

Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling condition in employment opportunities.